

THE CITY

The city is a code city operating under the mayor-council plan of government as set forth in Revised Code of Washington. The Mayor appoints a City Administrator to work with the Mayor in directing the day to day operation of the City and the supervision of staff.

The Mayor is the Chief Administrative Officer of the City and is in charge of all department heads and employees with the authority to designate department heads and assistants.

THE DEPARTMENT

The Planning Division handles short-term planning efforts such as immediate approval requests for plans, plats, zoning reviews, permits, licenses, vacations, variances, and appeals as well as long range planning such as code revisions, annexations and growth management planning. Planning is done just for the City of Long Beach.

The Community Development reviews and facilitates all construction permitting from conceptual plans and plats to final building permitting. The department also processes all use permits, licenses, occupational permits, variances, appeals, rezone requests, annexations, vacations, and informational requests regarding subdivision or zoning.

The Building Division handles permitting and inspections of all construction requests to ensure that construction is sound, safe, and meets all International Building Codes. The Building Division provides these services to Long Beach and on contract to the city of Ilwaco.

THE POSITION

The Community Development Director serves as one of five department heads reporting to the Mayor/City Administrator and the Community Development Director is a key part of the leadership team.

The Community Development Director will also represent the department to other City Departments, elected officials, outside agencies, and the public, including participation in a variety of boards and commissions.

THE IDEAL CANDIDATE

The City is looking for a professional from a public sector organization of comparable complexity and size, with knowledge and experience in community development, including planning, building, and permitting. Candidates should have experience working in a community undergoing rapid growth.

The desired candidate will have technical expertise in one or more of the following areas: Planning and Zoning, Economic Development, and GIS Programs. They should also have an understanding of organization and management practices as applied to the analysis and evaluation of departmental programs, policies, and operational needs.

The successful candidate will have strong supervisory skills and the ability to motivate, empower, and lead employees. The City is looking for someone with vision, compassion, unquestionable integrity, and a positive attitude.

Within the department, it will be crucial for the new Community Development Director to foster an atmosphere of teamwork by determining goals and providing clear and concise direction. They will also need to create organizational structure, improve communication, and refine procedures within the department. There is a demand for consistency and fairness in the enforcement of standards.

While representing the department, the chosen candidate will be able to make presentations to the Council, the Planning Commission, and other groups. While keeping in mind the interests and goals of the department, they must also be able to look at the big picture and have a collaborative style as part of the management team. This position faces the challenge of balancing the pressure of growth with the need for regulation and consistency as well as other practical constraints.

EXPERIENCE & EDUCATION

Five years of progressively responsible community development experience that includes two years of management and/or supervisory. A Bachelor's degree from an accredited college or university with major course work in planning, geography, architecture, public administration, or closely related field is required. A Master's degree is highly desirable and AICP is a plus.

Possession of, or ability to obtain an appropriate, valid driver's license is required.

COMPENSATION

Salary is \$51,696 to \$60,096 annually, depending on experience and excellent benefits.

Apply by April 27, 2009, first review April 27, 2009, Position open until filled.